

**YAKAMA NATION PERSONNEL DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2013-128 **Issue Date:** 09-10-13 **Closing Date:** 09-24-13

**Community Program Aide III**  
**Yakama Nation Tribal School**  
**Department of Health & Human Services**  
**Hourly Wage:\$13.21/Full-Time/Regular**  
**Location: White Swan Head Start Center**

Duties and responsibilities focus on infants and toddlers from birth to five years old who have a disability and /or should be diagnosed to confirm a disability. Provides assistance with early intervention, child find, screening, and parent training. Works closely with area public schools, Tribal Head Stats, and Indian Health Services (I.H.S.) to identify and serve families of infants and toddlers with a disability. Is a liaison between parents and services agencies. Collects and assembles information for annual and biennial reports. On a regular basis, review client files with staff to ensure the needs of children and families are being met.

**Knowledge, Skills and Abilities:**

- Knowledge, basic, of special Education policies, procedures, and regulations.
- Ability to communicate effectively orally and in written form.
- Ability to establish and maintain effective working relationships.
- Ability to follow and implement oral or written instructions.
- Ability to work independently and productively.
- Ability to exercise and apply patience, sensitivity, and understanding when working with children with disabilities and their parents or guardians.
- Ability to utilize a computer and assorted software.

**General Recruiting Indicators:**

- Must have a high school diploma or GED.
- AA degree in education or related field required. OR,
- Ability to complete an AA degree in education or related field as stated in *No Child Left Behind*.
- Early Childhood Education and/or experience preferred.

**Necessary Special Requirements:**

- Yakama enrollee preference.
- Must possess a current First Aid/CPR card and Food Handlers Card, or be able to obtain theism within 60 days of employment.
- Required to pass a criminal background check.
- No history of child abuse or neglect one year prior to employment.
- Must be in good health and mentally alert.
- Must be able to provide documentation of good attendance and reliability upon request.
- Must possess a valid WA State Driver's License with ability to obtain a tribal driver's permit.
- Willing to submit a current WA State driver's abstract upon request.
- Required to pass a pre-employment drug and alcohol test.